

FIRST BIENNIAL TRAINING SYMPOSIUM
FOR EMERGENCY MANAGERS/COORDINATORS
ANNOUNCEMENT AND REGISTRATION

APRIL 17-19, 2007

HELENA ARMED FORCES RESERVE CENTER AUDITORIUM
FORT HARRISON



REGISTRATION DEADLINE: APRIL 2, 2007

You are invited to register for our first Biennial Training Symposium. Our theme is "Back to Basics". We are planning for a fast paced, informative program that will allow for interaction, camaraderie and team building. Attached are the registration, map and agenda.

We are saving thousands of dollars in program funds by using the facilities at Fort Harrison. We have arranged for direct billing to DES and an easy check in/out process. We think you will be very pleased with the accommodations at the Fort Harrison Inn. This is a non-smoking, no pet facility. We will do our best to accommodate the requests you make on the registration form. The Fort Harrison Inn does have Wireless and Ethernet connection to the internet. The registration desk closes at 1700. If you are going to be late, let us know.

Meals will be provided during the symposium. Travel days will be reimbursed according to current state rates. Travel is available for Sunday, April 15 for those of you who have to travel a long way to attend the DES Association meeting Monday afternoon. Let us know so we can have a room ready for you on Sunday evening. We will also accommodate you for an overnight stay on the way back home.

If any questions, please call or e-mail Fred Naecher @ 406-841-3968 or fnaecher@mt.gov.

Registration deadline is noon, Monday, April 2, 2007. Please fill out the registration form and send it with a check for \$40.00 made out to MT DES. If you have a guest attending the dinner on Wednesday night, add \$15.00. Dinner tickets will not be available after April 2nd and we will not be able to accept "pay at the door" registrations. We *must* have an accurate head count for the caterer by April 2.

REGISTRATION
1ST BIENNIAL TRAINING SYMPOSIUM
APRIL 17-19, 2007
FORT HARRISON AUDITORIUM



REGISTRATION FEE IS \$40.00, which includes the Wednesday evening dinner. If any guests would like to join us for dinner, each additional ticket is \$15.00.

PLEASE ATTACH A CHECK MADE OUT TO MT DES AND MAIL THIS REGISTRATION TO:

**MT DES
PO BOX 4789
ATTN: SYMPOSIUM REGISTRATION
FORT HARRISON, MT 59636**

Please print clearly!

Name: _____

Address: _____

City: _____

Phone: _____

E-mail: _____

Number of additional dinner tickets: _____

Fort Harrison Inn Reservation Information:

Arrival Date: ☐ Sunday April 15th ☐ Monday April 16th

Late Check in (after 5 pm) ☐ Yes Estimated Time of Arrival _____

Gender: ☐ Male ☐ Female (Information needed for rooms with shared baths)

Room Preference:

☐ Standard: Twin Bed

☐ Deluxe: Double Bed

Special Needs or requests?

Note: Preference for Deluxe rooms will be given to those bringing a guest. There are 30 rooms with a private bathroom and 30 rooms with a shared bathroom. Register early so we can accommodate room requests on a first come, first served basis.

“BACK TO BASICS”

April 19 (Th)	General Session		
	0700-0800:	Breakfast, Hosted, HAFRC	
	0830-1000:	LGDIM, FMAG	Steve Knecht/Tim Thennis
	1000-1030:	Break	
	1030-1200:	Incident Management Teams	Bob Gilman
		Tour of SECC, CST, National Guard Aircraft	On Your Own
	Check-out (turn in travel claim forms, evaluations) Fred Naeher		

Reimbursement: We do ask that you plan on attending the entire conference. We understand that things happen, so please check-out with the Incident Commander if you have to leave early.

Fort Harrison

Training Site HQ
Check in/Registration here

Main Gate

Service Club

PX/ATM

Ft. Harrison Inn

Ft. Harrison Inn

DES

Auditorium

HAFRC

North

ILES D. HYERES ST

MENTON ST

MT SAMMUCRO ST

ANZIO ST

KSKA S

WILLIAMS ST

SANAI AND A DR

MT MAJO ST

FREDERICK DR

MT DEFENSA AVE

ROME AVE

COUNTRY CLUB AVE

INDEPENDENCE AVE

FREEDOM LN

PATRIOTS WAY

LIBERTY LN

VETERANS DR

HONOR DR